



**BUILDING CODE COMPLIANCE OFFICE
PRODUCT CONTROL DIVISION**

MIAMI-DADE COUNTY, FLORIDA
METRO-DADE FLAGLER BUILDING

140 WEST FLAGLER STREET, SUITE 1603
MIAMI, FLORIDA 33130-1563
TELEPHONE (305) 375-2902 FAX (305) 372-6339

**PRODUCT CONTROL APPLICATION FOR
CERTIFICATE OF COMPETENCY**

This application is required for each manufacturer/fabricator of construction materials, product and/or assemblies and for Trade Associations. An application is required for each plant location. Please type or print all the information requested and sign the application in the space provided.

APPLICANT'S INFORMATION

- (1) Legal Name of Applicant: _____
(The name of the applicant must be the legal name. Trade or D/B/A names are not allowed.)
- (2) Mailing Address: _____
- (3) City, State, Zip Code: _____
- (4) Name & Title of Contact Person: _____
- (5) Telephone / Fax Number: _____
- (6) Email address: _____
- (7) Name of Product, System or Category: _____
- (8) Manufacturing Location: _____
- (9) City, State, Zip Code: _____
- (10) Telephone / Fax Number: _____

PURPOSE OF APPLICATION

(11) I am applying as: **Association** or **Manufacturer/Fabricator**
(Check only the applicable box)

(12) List the name(s) of the individual(s) in charge of the quality control program and the name(s) of the engineer(s) in charge of the follow up services (Please include their titles):

(13) Certifications: _____
(Provide all relevant certifications regarding product(s) and/ or Quality Assurance)

(14) Fee Enclosed: _____ Make check payable to "Miami-Dade County, Building Code Compliance Office."
Fees are non-refundable The legal name of the applicant must be printed on the check.

THIS SPACE IS FOR THE USE OF THE BUILDING CODE COMPLIANCE OFFICE ONLY

Certificate Number: _____ Date Received: _____

Check Number: _____ Fee Amount: _____

FILING INSTRUCTIONS

Applications for the issuance of Certificates of Competency (CC) must be completely filled out and signed by the manufacturer/fabricator of construction materials or product and/or system, wishing to supply said material, product and/or system for possible use in the Miami-Dade County jurisdiction, where said material, product and/or system does not have and/or it is not required to have an NOA; or by a trade association wishing to be approved to participate in a testing sharing program for its manufacturer members.

The applicant must submit with this application all documents listed in the applicable checklist(s), along with the applicable fee. The names of individual in charge of the quality control program and the name(s) of engineer(s) performing follow-up services are required to be listed on this application. If applicable, provide all relevant certifications regarding product(s), systems of construction and/ or Quality Assurance Program. A copy of the certification(s) must be submitted with this application. Also, if applicable, when the applicant has a contractual agreement with a third-party regarding quality assurance audits, evidence of these audits must be submitted to our Office upon request.

See the ‘Product Control Application for NOAs and Laboratory Certification’ and the ‘Product Control Approval Application for Hourly Rate Services,’ for additional instructions regarding the Product Control Approval Process.

All Certificates of Competency (CC) expire on September 30th.

FEE SCHEDULE

A) Application issuance of an NOA	
1. New application, including those under Private Labeling Agreement valid for 5 years.....	\$4,000.00
2. Revision valid up to expiration date of original NOA.....	\$1,500.00
3. Renewal , prior to expiration date valid for 5 years.....	\$1,500.00
4. Renewal after expiration date valid for 5 years.....	\$4,000.00
B) Application for issuance of Laboratory Certificate or Quality Assurance Service Agreement	
1. New Application valid for 5 years.....	\$4,000.00
2. Revision valid up to expiration date of original Certificate/Agreement	\$1,500.00
3. Renewal, prior to expiration date valid for 5 years.....	\$1,500.00
4. Renewal after expiration date valid for 5 years.....	\$4,000.00
C) Review of Distributor Agreement.....	\$1,500.00
D) Other fees	
1. Special Project to include: (Use application for Hourly Rate Services).....	\$75.00
a) One-time Approval	per hour
b) Review of Proposal	
c) Review to create criteria	
2. Certificate of Competency payable every year (CC issued annually).....	\$500.00
3. Review of alternate type of products, materials or method of design valid for one year.....	\$4,000.00

Note: This office is authorized to collect:

- a) Travel expenses incurred in the process of conducting inspections.
- b) Recording fees from the applicant in connection with those matters to be recorded.
- c) A fee based on actual staff time and cost for matters that are extraneous to its activities.

ACKNOWLEDGMENT

The information provided with this submittal is true and correct to the best of my knowledge and belief. I understand that any information that I provide Miami-Dade County is subject to public inspection and release under the public records law of the State of Florida, FS 119. Drawings and/or any other design information, not included in the NOA, may be subject of federal copyright protection. (It is the administrative policy of The Building Code Compliance Office to notify you when a request has been made to review the information in our files. Copyrighted material may not be duplicated or knowingly made available for duplication without the permission of the holder of the copyright.) I further state that I am in agreement with all the conditions listed herein.

 Print Name and Title of Authorized Representative
(Must be an official of the company)

 Signature of Authorized Representative

 Date